PAYMENT SERVICES USER MANUAL

USING A TEMPLATE FOR FISCAL CODING AND COST DISTRIBUTION

INTRODUCTION

Instead of manually entering fiscal codes, you can create and save a cost distribution template and apply it invoices. A template is a preset distribution based on dollar amounts or on percentages and can have as much fiscal coding entered as desired.

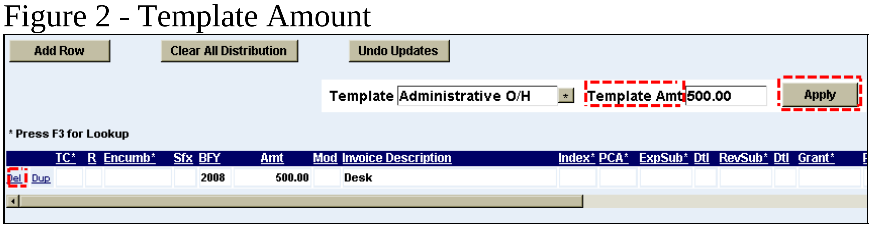
Templates are created by the agency's users who have been given **Template Maintenance** access by the Payment Services administrator. See the Fiscal Coding/Cost Distribution Templates documentation for more information.

Generally, a template is used for invoices that are distributed the same way each time, i.e., regularly billed invoices such as utilities, rent, or telephone invoices.

TO APPLY A TEMPLATE ON THE DISTRIBUTE SCREEN

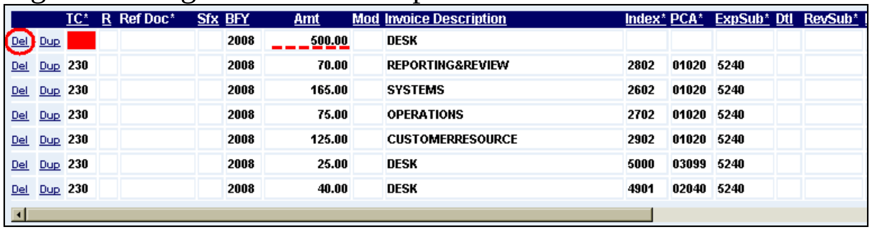
1. Type the exact name (case insensitive) of the template in the **Template** field or click the asterisk to look up a template. (If you don't know the exact name, use the template lookup - see the Finding a Template section below.)
2. In the **Template Amt** field, enter all or part of the total invoice amount that you want the template applied to.

Figure 2 - Template Amount



3. Click **Apply** and the distribution will be applied to the invoice on the **Distribute** screen.
4. Click **Del** next to the original (first) row in the distribution grid to delete it, because all template rows are simply added to the distribution grid. (You could delete this row before applying the template if so desired.)

Figure 1 - Original row and template rows



		TC*	R	Ref Doc*	Sfx	BFY	Amt	Mod	Invoice Description	Index*	PCA*	ExpSub*	Dtl	RevSub*
Del	Dup					2008	500.00		DESK					
Del	Dup	230				2008	70.00		REPORTING&REVIEW	2802	01020	5240		
Del	Dup	230				2008	165.00		SYSTEMS	2602	01020	5240		
Del	Dup	230				2008	75.00		OPERATIONS	2702	01020	5240		
Del	Dup	230				2008	125.00		CUSTOMERRESOURCE	2902	01020	5240		
Del	Dup	230				2008	25.00		DESK	5000	03099	5240		
Del	Dup	230				2008	40.00		DESK	4901	02040	5240		

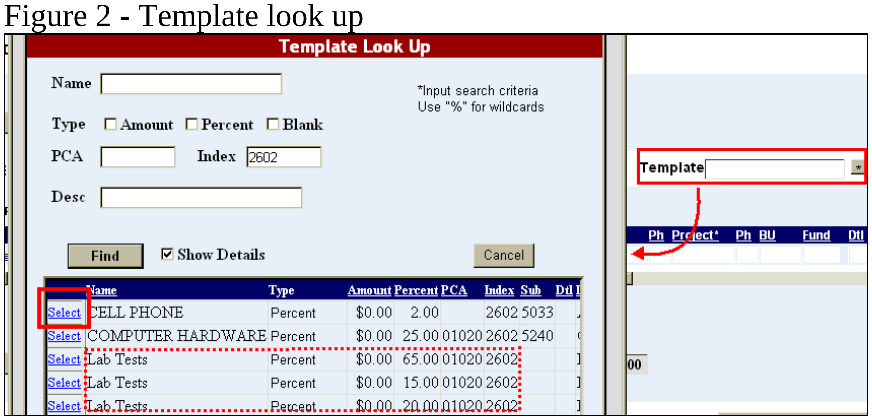
Even after applying a template, the cost distribution can be modified to suit particular circumstances. Thus you could use a template that is close to how the costs should be distributed for a particular item, and then change amounts and fiscal coding as needed.

TO FIND AND APPLY A TEMPLATE USING THE LOOK UP

On the **Distribute** screen, you can search for a saved template and apply it to an invoice. This will automatically create the distribution rows and amounts based on the template and the invoice amount.

1. Click the asterisk next to **Template**.
2. In the **Template Look Up** dialog box, enter the name, description, select the type, or use any combination of search criteria. (Leave the search criteria blank to see all templates for your agency.)
3. Select **Show Details** to see the distribution details of the template (see below).
4. Click **Find**.
5. Click **Select** and the template's distribution will be applied to the invoice distribution grid.

Figure 2 - Template look up



With **Show Details** selected, the details for one template will be displayed on multiple rows in the look up dialogue box. It will appear as if there are several templates with the same name but different distribution details.

For instance, in the example above it looks as if there are three templates named "Lab Tests", each with different percentages. But actually there is one template with distribution by three percentages.